



Michigan Supreme Court

State Court Administrative Office
Michigan Hall of Justice
Office of Dispute Resolution
P.O. Box 30048
Lansing, Michigan 48909
Phone: (517) 373-4839

MEMORANDUM

TO: Chief Circuit Court Judges, Presiding Family Division Judges, Friends of the Court, Circuit Court Administrators, and Family Division Administrators

FROM: Doug Van Epps, Director, Office of Dispute Resolution

SUBJECT: Access and Visitation Grant Announcement
Application Deadline: **August 26, 2005**

DATE: 7/25/2005

The State Court Administrative Office (SCAO) is pleased to announce that it expects to receive Access and Visitation Grant funding for the fiscal year October 1, 2005, through September 30, 2006. As part of this award, SCAO is making subgrants available to courts to support and facilitate noncustodial parents' access to and visitation with their children.

Only applicants from Circuit Court/Friend of the Court offices will be considered for a grant award under this announcement. Courts receiving Access and Visitation Grant funding under a current grant from the SCAO are also eligible to apply for continuation funding.

The maximum amount of any single award will be \$20,000. Courts seeking to test and evaluate new and innovative services are particularly encouraged to apply.

This Access and Visitation Grant announcement consists of an application and instructions for completing the application. Applications must be received by the SCAO by **5:00 p.m., August 26, 2005**. Incomplete applications or applications submitted late will not be considered.

Feel free to contact Cassandra Drysdale-Crown by telephone at (517)373-4839 or by e-mail crownnc@courts.mi.gov, if you have any questions regarding the application.

STATE COURT ADMINISTRATIVE OFFICE

2006 Access and Visitation Grant Announcement

SECTION A
General Information

PURPOSE

This grant announcement invites proposals from Circuit Court Friend of the Court offices (FOC) that provide services to increase noncustodial parents' access to and visitation with their children. Section A provides general information about the grant requirements and process. Section B contains the grant application.

BACKGROUND

The Grants to States for Access and Visitation Programs was created under section 469B of the Personal Responsibility and Work Opportunity Reconciliation Act (PRWORA) of 1996, P.L. 104-193. The goal of PRWORA is to reduce dependency and the length of time people are on welfare, while assisting families experiencing temporary financial problems.

Under Sec. 469B, Grants to States for Access and Visitation, states may establish and administer programs to support and facilitate noncustodial parents' access and visitation with their children by:

- counseling
- education
- development of parenting plans
- visitation enforcement (monitoring, supervision and neutral drop-off and pickup)
- development of guidelines for visitation and alternative custody arrangements

Programs funded by the Grants to States for Access and Visitation are required to provide a 10 percent match. Supplanting state expenditures for existing programs is strictly prohibited.

PROJECT CRITERIA

Grant awards to Circuit Court Friends of the Court will support programs that establish and promote increased non-custodial parenting time. Applications for the development and implementation of innovative programs are encouraged. Currently funded programs may apply for renewal funding.

I. Eligible Activities. The following activities are eligible for funding:

A. Parenting Time Enforcement.

1. *Monitored Parenting Time.* A third party (someone other than the parents or parties) records whether or not parenting time has occurred.
2. *Supervised Parenting Time.* Court ordered supervision takes place where a third party (someone other than the parents or parties) is present to observe parenting time sessions. Supervised parenting time is usually ordered after allegations of abuse or in other acrimonious situations.
3. *Therapeutic Parenting Time.* A counselor (or other mental health provider), psychologist, or psychiatrist facilitates interactions between the non-custodial parent and child.
4. *Neutral Drop-Off and Pick-Up Site.*

B. Counseling.

- C. Education. Specialized education programs, such as to improve parenting skills, will be considered for funding. General educational programs, such as to advise families of a court's services, will not be considered for funding.

D. Parenting Plans.

E. Development of Guidelines for Visitation and Alternative Custody Arrangements.

II. Safeguards. All applicants must submit Safety Plans that establish safeguard procedures and assure the services are conducted in safe, neutral environments.

III. Program Administration. Applicants must show the following:

- A. Similar Services. Similar services are not available in the same geographical area.
- B. Support. Other community partners support this program.
- C. Other Funding Sources. Attempts will be made to identify other sources of funding after the term of this grant award.
- D. Regional Services. The program offers regional services.
- E. Innovation. The program offers innovative solutions to identified barriers.
- F. Diversity. The program will serve diverse populations.

IV. Substantiation for Continued Funding. This section applies to programs that are currently receiving Access and Visitation Grant awards from the SCAO.

- A. Efficiency and Effectiveness. Applicants must ensure that access and visitation programs are being conducted efficiently and effectively.
- B. Prior Reporting and Contractual Compliance. Applicants must demonstrate compliance with previous grant contractual and reporting requirements.
- C. Need. Applicants must demonstrate continuing need for the service based on an on-going needs assessment, including data supporting the number of requests for direct services that exceed the program's ability to provide the services.

V. Funding Criteria

- A. Supplanting. Supplanting of state expenditures for similar activities is prohibited under section 469B of Title IV-D of the Social Security Act.
- B. Match Requirement. Ten percent (10%) match is required for this grant award. This match may come from other non-federal, cash and in-kind sources.
- C. Reporting Requirements. Programs are required to complete quarterly reports or other reports as requested by the SCAO. Incomplete or late reporting may result in contract termination. The reporting period and deadlines for submitting quarterly reports are:

	Reporting Period:	Due Date to SCAO
1 st Quarter	October 1, 2005 – December 31, 2005	January 20, 2006
2 nd Quarter	January 1, 2006 – March 31, 2006	April 20, 2006
3 rd Quarter	April 1, 2006 – June 30, 2006	July 20, 2006
4 th Quarter	July 1, 2006 – September 30, 2006	October 10, 2006

- D. Monitoring and Auditing Requirements. All programs receiving Access and Visitation Grant awards must comply with federal, state and State Court Administrative Office auditing and monitoring requirements.
- E. Start Up Costs. Start up costs incurred prior to the beginning of the first quarter reporting period (October 1, 2005 – December 31, 2005) will not be paid.
- F. Maximum Award Amount. Funding requests of over \$20,000 per applicant will not be considered.

VI. Scoring. Applications will be reviewed by a committee using the following scoring:

- A. Project Description and Design: 30 points
- B. Demonstrated Need: 20 points
- C. Community Support: 10 points
- D. Innovation: 15 points
- E. Outcome Measurements: 15 points
- F. Budget Detail: 10 points

VII. Submitting the Access and Visitation Application. The application and 5 copies must be submitted by 5:00 p.m., August 26, 2005, to:

Michigan Supreme Court
State Court Administrative Office
Office of Dispute Resolution
Attn: Cassandra Drysdale-Crown
Michigan Hall of Justice
P.O. Box 30048
Lansing, MI 48820

Applications received after 5:00 p.m., August 26, 2005, and applications that are received incomplete or missing required documentation may not be considered.

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SECTION B **Grant Application**

INSTRUCTIONS

Applicants must address all items listed below and use the forms attached to this document. Applicants must complete the entire application. Applicants that have received prior Access and Visitation Grant awards are required to complete the additional information requested in the shaded sections.

APPLICATION

I. Program Identification and Signatures. See attached *Program Identification and Signatures* form. (An electronic version of this form is available by contacting the SCAO.) Use this form as the first page of the application.

A. Program Identification.

1. *Grant Contract Application.* Check the box that best describes this application.
2. *Applicant.* Provide the court name, address, access and visitation program contact person, telephone number, facsimile number and e-mail address.
3. *Direct Service Provider.* Indicate whether the applicant is the direct service provider. If the applicant is not the direct service provider, identify the access and visitation service provider and include the address and the relationship with the applicant.
4. *Title of Applicant's Access and Visitation Program.* Provide the name of the access and visitation program.
5. *Type of Services.* Check the boxes that best describe the services to be provided. Note: Courts participating in the SCAO Post-Judgment Parenting Time Mediation Pilot Project should not apply for funds for mediation services under this grant announcement. SCAO is separately exploring options for funding these pilot project services.
6. *Amount of Funding Requested.* Indicate the amount of funding requested.
7. *Match Amount.* Indicate the match amount. Note: the 10 percent match is a requirement of section 469B of Title IV-D of the Social Security Act. This 10 percent match requirement can be met via cash and in-kind by the state and local grantees. For additional information, see:

http://www.acf.hhs.gov/programs/cse/pubs/2004/reports/prelim_access_visitation_grants/

8. *Total Amount.* Calculate the total amount by adding the funding request and match amounts.

- B. Signature and Date. The person signing this application attests to their authority to apply for and receive funding on behalf of the requesting entity.

II. Project Narrative. This section should be a maximum of five pages.

- A. Identify Barriers. Identify the physical, economic, social, financial, institutional, or other barriers to non-custodial parents' access to and visitation with their children.

1. *Action Plan.* Describe how this program will address these barriers and any innovative or unusual features of the program, including technological innovations, program design, program implementation, etc., that will address these barriers.

Applicants currently receiving Access and Visitation Grant awards must describe how current activities have addressed these barriers. If applicable, explain why barriers were not addressed. Identify how this program's application differs from previously submitted and awarded applications.

- B. Accessibility.

1. *Target Population.* Identify the target group and the projected number of service recipients.
2. *Location.* Identify how this program is available and geographically accessible to recipients of the access and visitation services.

Applicants currently receiving Access and Visitation Grant awards must identify how the program has successfully delivered access and visitation services to its targeted population.

- C. Program Design

1. *Partnership.* Identify all organizations, agencies, courts, consultants, and other key individuals participating in the access and visitation program. Include their roles and the resources they will provide to the access and visitation program. Briefly explain the mission or goal of these partnering agencies, organizations, courts, etc. and how this goal or mission supports the objectives of the access and visitation program.
2. *Community Support.* Include letters of support from community partners for the applicant's access and visitation program.

3. *Outcomes.* Identify and define the objectives and goals of the access and visitation program. Define how the court will determine the success of this program.

Applicants currently receiving Access and Visitation Grant awards should identify how data collected during previous and current award periods supports the need for continued funding of the access and visitation program.

4. *Safeguards: Safety of Program Participants.* Describe the procedural safeguards for the access and visitation program.

III. Budget Documentation Management Plan.

- A. Budget Overview. Please see the attached *Budget Overview* form. (An electronic version of this form may be obtained by contacting the SCAO.) Identify the total line item costs including a minimum 10 percent match.
- B. Budget Narrative. Please explain why each line item is necessary for implementation or continuation of access and visitation program service delivery and explain how funding will be used to provide access and visitation services. Include match sources for each line item.
 1. *Personnel.* Please list the following information for all personnel supported by access and visitation funding. Time documentation will be required for all personnel charged to the Access and Visitation Grant.
 - a. Salaries. Include the following information:
 - (i) Titles and duties.
 - (ii) Total annual salary or hourly wage.
 - (iii) Please indicate the sources of funding and applicable FTE for each position requested (For example: Parenting Time Supervisor, .7FTE, IVD funding, and .3 FTE, Access and Visitation.)
 - (iv) The amount and FTE for each position being requested to be paid by access and visitation funds.
 - b. Fringe Benefits. For each position above identify the fringe benefit costs.
 - c. Contractual. Describe any necessary contractual services, identifying the service provider and reasons for the contracting of services.

d. Other Costs. Identify other non-personnel line item costs and amounts supported by access and visitation funding.

(i) Communication.

(ii) Supplies and Equipment.

(iii) Travel.

(iv) Other (describe).

C. Sources of match funding and amount.

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CHECKLIST

To help ensure that all components of the application are submitted, please refer to the following checklist of application items:

- ☐ Program Identification and Signatures (form)
- ☐ Project Narrative
- ☐ Budget Overview (form)
- ☐ Budget Narrative
- ☐ Appendices

2006 Access and Visitation Grant Application

SECTION B(I): PROGRAM IDENTIFICATION AND SIGNATURES

A. Program Identification				
<p>1. <i>Grant Contract Application</i></p> <p style="margin-left: 40px;"><input type="checkbox"/> Renewal Grant Application for continued funding of an established access and visitation program.</p> <p style="margin-left: 40px;"><input type="checkbox"/> Grant Application for a new access and visitation program</p>				
<p>2. <i>Applicant.</i> Provide the court name, access and visitation program contact person, telephone and facsimile numbers and email address.</p>				
<p>3. <i>Direct Service Provider.</i> Is the applicant the access and visitation direct service provider?</p> <p style="margin-left: 40px;"><input type="checkbox"/> Yes</p> <p style="margin-left: 40px;"><input type="checkbox"/> No (see below)</p> <p style="margin-left: 40px;">If the applicant is not the direct service provider, identify the service provider including the address and the court's relationship with this agency.</p>				
<p>4. <i>Title of Applicant's Access and Visitation Program</i></p>				
<p>5. <i>Type of Services.</i> Check each box that describes the type of services provided by the applicant's access and visitation program.</p> <table style="width: 100%; border: none;"><tr><td style="width: 50%; vertical-align: top;"><p><input type="checkbox"/> Counseling</p><p><input type="checkbox"/> Develop Parenting Plans</p><p><input type="checkbox"/> Education</p><p><input type="checkbox"/> Develop Guidelines for Visitation and Alternative Custody Arrangements</p></td><td style="width: 50%; vertical-align: top;"><p><input type="checkbox"/> Visitation Enforcement (see below)</p><p><input type="checkbox"/> Supervised Visitation</p><p><input type="checkbox"/> Monitored Visitation</p><p><input type="checkbox"/> Neutral Drop-off and Pick-up</p></td></tr></table>			<p><input type="checkbox"/> Counseling</p> <p><input type="checkbox"/> Develop Parenting Plans</p> <p><input type="checkbox"/> Education</p> <p><input type="checkbox"/> Develop Guidelines for Visitation and Alternative Custody Arrangements</p>	<p><input type="checkbox"/> Visitation Enforcement (see below)</p> <p><input type="checkbox"/> Supervised Visitation</p> <p><input type="checkbox"/> Monitored Visitation</p> <p><input type="checkbox"/> Neutral Drop-off and Pick-up</p>
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<p>6. <i>Requested Amount:</i></p> <p>\$</p>	<p>7. <i>Match Amount:</i></p> <p>\$</p>	<p>8. <i>Total Amount:</i></p> <p>\$</p>		
B. Signature and Date				
<p>_____ Applicant (name and title)</p>		<p>_____ Date</p>		

2006 Access and Visitation Grant Application

SECTION B(III): BUDGET OVERVIEW

Budget Proposal (Total Line Item Costs)			
Line Item Description	Access & Visitation Funded Amount	Match Amount	Total Line Item
<input type="checkbox"/> Personnel – salaries			
<input type="checkbox"/> Personnel – fringe benefits			
<input type="checkbox"/> Contractual			
<input type="checkbox"/> Communication			
<input type="checkbox"/> Supplies/Equipment			
<input type="checkbox"/> Travel			
<input type="checkbox"/> Other (describe)			
Total:			

Total Match Contributed: _____%